



City of Murrieta Administrative Policy

POLICY: **FACILITY USE**

POLICY NO.: 200-02

DATE: May 13, 2010

I. PURPOSE

The City of Murrieta generally makes certain facilities available for use for City business, community events, and other public meetings. The Facility Use Policy has been established to ensure that the meeting facilities are utilized most appropriately for the benefit and needs of the community while balancing the need to conduct regular City business.

II. POLICY

A. Facilities

1. This Policy will be established to include the meeting facilities that may include conference rooms at City Hall, the City Council Chambers, the facility known as the "Old City Hall", the conference room and community room at the Murrieta Public Library, the Community Center, the Senior Center, and all future facilities that contain meeting rooms (hereafter "meeting rooms").
2. This Policy does not include parks, park shelters, and other non-buildings maintained by the Community Services District.
 - a. Policies regarding those facilities are to be established by the appropriate City department.
3. Permission to use any City facility does not constitute an endorsement of any organization's beliefs, policies, or procedures by the City of Murrieta or its employees.

B. Conditions of Use – All Facilities

1. Meeting rooms will be available for use during regular business hours only, unless prior arrangements have been approved.
2. Meeting rooms can be reserved on a first-come, first-serve basis.
 - a. If a scheduling conflict exists, such as multiple events pending, order of priority shall be based on presumed benefit to the city:
 - i. Official City business
 - ii. Reservation requested by a governmental agency
 - iii. Reservation requested by a person or organization located within the city
 - iv. Reservation requested by a person or organization located outside of the city
3. Any applicant granted the use of a meeting room shall use it only for such purposes as specified on the reservation form by the applicant and shall limit the use to the building requested.
4. Applicants must satisfy the City that they will be personally responsible and that they will underwrite any damages due to their use of facilities.

5. Some meeting rooms require a deposit or hourly rental rate (see Section III.B).
 6. Audio/Visual
 - a. All equipment and electronics are to be operated by the appropriate department or by the Information Systems Division.
 - b. Request for use of equipment must be made at the time of application.
 - c. In certain cases, it may be appropriate for an agency or organization to provide their own audio/visual equipment.
 - i. The City is not liable for the operation of outside equipment.
 - ii. Outside equipment or electronic devices may not be connected to any audio/visual equipment other than a standard laptop connected to a standard monitor/projector and operated by an appropriate City employee.
 7. Insurance requirements
 - a. Certain meetings and events require an applicant to provide proper insurance coverage.
 - b. Such coverage shall indemnify the City against damages and/or liability.
- C. Additional Conditions of Use – City Council Chambers
1. In order to preserve the appearance of the City Council Chambers (“Chamber”), generally only City business and City-sponsored events are permitted.
 - a. Typically, outside organizations and agencies are not permitted to reserve the Chambers.
 - b. The City Manager or City Manager’s designee shall approve any use of the Chamber.
 2. Any outside agency or organization that is permitted to use the Chambers will be charged an hourly fee, as adopted annually by the City Council.
 - a. The hourly fee will include cost reimbursement for staff time.
 - b. Staff shall include a minimum of one City employee from the Information Systems Division.
 3. The City Council has the authority to waive fees for use of the Chamber.
 - a. Such organizations exempted from the fee include the Murrieta Valley Unified School District and any governmental agency board that includes a member of the Murrieta City Council (i.e., Southwest Valley Youth Court, Southwest Communities Finance Authority/Animal Shelter).
 4. No food and/or drinks are permitted inside the Chambers, except water provided to members on the dais.
- D. Additional Conditions of Use – City Hall Conference Rooms

1. City Hall Conference Rooms are generally available for official City business, unless approved by the City Manager or City Manager designee.
 - a. A City official or a City employee must be present at the meeting.
 - b. A governmental agency may, on occasion, be permitted to use City Hall Conference Rooms without a city official being present, depending on availability.
 - c. Additional requirements may be necessary and limited to specific departmental criteria (i.e., Fire Station No. 4 conference room).
- E. Additional Conditions of Use – Other Facilities
 1. The Community Center, Murrieta Public Library, and Fire Department may post Additional Conditions of Use for reservations, use, and other general policies affecting meeting rooms on the City's website.
 2. The Senior Center is generally not available for meetings by an outside agency or organization.

III. PROCEDURE

A. Reservations

1. The City must receive a reservation request for meeting rooms at least thirty days in advance of the event, and no earlier than one year prior to the event.
 - a. Timelines for reservations may be adjusted per each facility by the department director if written in the Additional Conditions of Use and posted on the City's website.
2. Completion of a reservation form does not guarantee that a request will be granted.
3. No non-City sponsored person or group may reserve any one facility more than two times during a six month period, and no more than four times during any calendar year.
4. Schedule time is critical and any party exceeding scheduled ending time could be charged an hourly fee assessed at the time of rental for any portion of an hour (to be taken out of facility deposit, if applicable).
5. Reservation submittal
 - a. Reservations shall be submitted to the appropriate department.
 - i. City Council Chambers – Executive Secretary to the City Manager and City Council
 - ii. City Hall Conference Rooms – Front desk at City Hall
 - iii. Community Center – Community Services Department located at 41810 Juniper Street
 - iv. Murrieta Public Library located at Eight Town Square
 - v. Fire Station No. 4 Conference Room – Fire Administration building located at 28155 Baxter Road
 - a) This facility is generally for use only by the Fire Department.

- b) Approval to use this facility is based on the ability of the Fire Department to staff the event and provide proper supervision.

B. Fees

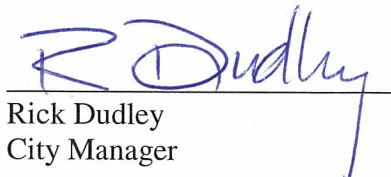
1. Fees shall be established by City Council on an annual basis.
2. Only the City Council has authority to waive applicable fees.
3. Applicable fees must be paid in full not less than 5 business days prior to the event.
 - a. Each facility may provide different requirements, if written in the Additional Conditions of Use and posted on the City's website.
4. Fees not paid in a timely manner may result in the loss of the reservation.
5. Cancellation of a reservation made less than 5 business days before a scheduled meeting could result in a charge deducted from the deposit.

C. Cleaning/Damages

1. It is the responsibility of each applicant/permittee to leave the facility clean and orderly.
2. When using City tables and chairs, the applicant/permittee shall be responsible for their set-up and return to proper storage space.
3. Applicant/permittee must checkout with the City employee responsible for the reservation before leaving the facility.
4. If applicable, the City will return the deposit check only to the group/organization or individual who submitted the original payment.
 - a. Should additional cleaning be necessary, it will be billed at a rate in accordance with the adopted City Council fee schedule.
 - b. Cost for damages to a City facility may be deducted from the deposit.
 - c. If a deposit was not collected, the City may seek alternative methods to recover damages.

HISTORY

Adopted


Rick Dudley
City Manager